



DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
FREDERICK COUNTY, MARYLAND

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HOUSING CHOICE VOUCHER PROGRAM (SECTION 8)

FINDING & RENTING A UNIT: THE STEPS TO FOLLOW

NOTE: Please do not call our office with questions until you have read these steps.

We will call you if we need additional information and will tell you when the unit has passed inspection.

Calling us unnecessarily just makes every process take longer.

1. **Tenant has been looking and finds the right unit to rent: time to move forward with paperwork.**
2. **Tenant gives the unit owner, the Landlord, the "Landlord Packet" (from the Voucher Briefing Folder).**
3. **The Landlord completes the Landlord Packet documents, the Tenant signs them where needed, and either the Tenant or Landlord brings the papers to the Housing Office (no FAXs will be accepted):**

What gets returned to Housing:

- Request for Tenancy Approval (RFTA): signed by owner & tenant
- Lead Paint Certification: required if unit was built before 1978: signed by owner & tenant
- Tenancy Addendum – Section 8 (can be submitted with lease): signed by owner & tenant
- W9 IRS Tax Form: Must be original, signed document (no faxes): signed by owner.

4. **Housing determines if the unit will work for the tenant (voucher size/income) & with the program.**

- We verify that unit works with your income & voucher requirements
- We make sure the unit rent meets market standards for unit.
 - A. **If the unit works:** Housing will order the program inspection.
 - B. **If the unit does not work:** Housing will notify the tenant and/or landlord and see if changes can be made that will allow it to work. If it can be made to work, the inspection will be ordered - if not, the tenancy will be denied.

5. **Housing requests the Inspector to inspect the unit.** The Inspector will coordinate with the owner for this. If no repairs are needed, the unit will pass. If repairs are needed, the owner will be told what has to be done and the unit won't pass inspection until those items are complete.

6. **When the unit passes inspection: the Housing Office will call the tenant and let them know.**

7. **After the unit passes inspection, the Tenant and the Landlord may sign their lease and arrange for move-in.** Move-in for clients that are already in assisted units must be arranged at the end of the month.

The Unit Lease must:

- Be in compliance with all State Laws,
- **State that it applies to a Section 8/HCV Program Tenancy,**
- Have an Effective Date after the inspection passed date and matching when the Tenant is to move in,
- Be given to the tenant,
- Both parties must also have signed the HCV Program Tenancy Addendum (part of Landlord Packet).

8. **Landlord or Tenant gives the Housing Office a copy of the signed Unit Lease.**

9. **Housing Office sends the Housing Assistance Program (HAP) Contract to the Landlord for signature.**

10. **Landlord signs and returns HAP Contract to Housing Department.**

11. **Housing Department arranges for Landlord to receive payment of rent subsidy (HAP) for unit**

Payment cannot be made without an original W-9, copy of the signed lease, and an executed HAP Contract.

Note:

Please be aware that the **first month's HAP Payment will not be processed or paid until the above steps are completed.** Payment will be retroactive to start with approved move-in date. After the first payment, regular monthly payments will be sent on or about the first of the month; and are considered paid when mailed.